



**NATIVE AMERICAN TRAINING INSTITUTE**  
3333 E. BROADWAY, SUITE 1210  
BISMARCK, ND 58501

## **JOB DESCRIPTION**

POSITION DESCRIPTION: **Office Assistant** (Part-time, up to 20 hrs/week)  
LOCATION: NATI Office, Bismarck, ND  
SALARY: Negotiable/DOE  
HOURS: 9AM – 5PM Monday through Friday  
CLOSING DATE: Open Until Filled

**ABOUT NATI:** The Native American Training Institute (NATI) is a non-profit organization that provides training and technical assistance to tribal human service organizations, Native American communities and related entities.

### **SUMMARY OF WORK:**

Will assist Director in submitting STEPS and Title IV-E Reimbursement claims, maintaining financial record keeping, manage office filing system. Will ensure compliance with auditing standards and conducting the day-to-day business affairs of the NATI team.

This position is under the direct supervision of the NATI Director.

### **QUALIFICATIONS**

- A minimum of a two-year degree in Accounting, Business Management or related field is preferred but not required.
- Must have excellent community relationship skills as the first point of contact for NATI.
- Must have excellent writing, organizational, time management, analytical and communication skills.
- Must have established mathematical, analytical and organizational abilities.
- Must have experience in utilizing accounting software programs.
- Must have the ability to multi-task in dynamic environment and work in a team environment.
- Must have excellent computer skills: Microsoft Office Suite, i.e. Word, Power Point, Outlook, etc.
- Must have experience in operating office equipment.
- Must have experience working with Native American communities.
- Must have own vehicle, valid driver's license and proof of vehicle insurance.
- Native American preference

\*Mail or email cover letter, resume, (3) reference letters, copy of CIB to: NATI Attn: Gillian Plenty Chief, Director at 3333 E. Broadway, Suite 1210 Bismarck North Dakota 58501 / [gillianp@nativeinstitute.org](mailto:gillianp@nativeinstitute.org)

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**